



**STATE OF WASHINGTON**  
**DEPARTMENT OF HEALTH**  
**OFFICE OF EMERGENCY MEDICAL AND TRAUMA PREVENTION**  
*PO Box 47853 • Olympia, Washington 98504-7853*

## **Steps Necessary To Renew SEI Recognition**

- I. When SEIs complete their first renewal under the new requirements (effective 7/28/02), they must:**
  - A. Complete the application and requirements for SEI renewal that were in effect prior to July 28, 2002. The SEI renewal application and instructions are located on the Office of EM&TP web site located at [www.doh.wa.gov/hsga/emtp/seiproc.htm](http://www.doh.wa.gov/hsga/emtp/seiproc.htm).
  - B. Complete an examination to determine the knowledge of the prospective candidate on Revised Code of Washington (RCW) and Washington Administrative Code (WAC) relating to EMS and the Uniform Disciplinary Act. This examination is available primarily on the web site listed above, but may be requested as a hard copy by contacting the Education, Training and Regional Support Section at (360) 705-6716 or (800) 458-5281 extension 2.
- II. When SEIs complete subsequent renewals, they must:**
  - A. Complete the required prerequisites.
    1. Prerequisites are provided in WAC 246-976-031 or in the SEI Qualification Process Manual. Both documents are located on the Office of EM&TP web site located at [www.doh.wa.gov/hsga/emtp/seiproc.htm](http://www.doh.wa.gov/hsga/emtp/seiproc.htm).
      - a. The prerequisites include an examination to determine the knowledge of the prospective candidate on Revised Code of Washington (RCW) and Washington Administrative Code (WAC) relating to EMS and the Uniform Disciplinary Act. This examination is available primarily on the web site listed above, but may be requested as a hard copy by contacting the Education, Training and Regional Support Section at (360) 705-6716 or (800) 458-5281.
- III. All SEI renewal candidates must:**
  - A. Submit their prerequisites with name, address and a daytime contact phone number to the Office of Emergency Medical and Trauma Prevention (OEMTP), Education, Training and Regional Support Section, P O Box 47853, Olympia, Washington 98506.
    1. The department will review the prerequisites provided and determine the need of the individual to be recognized as an SEI.
    2. If the requirements have been met and there is need for recognition, the department will issue a Renewal of Recognition Application Procedures (RAP) handbook.
    3. Incomplete requirements or materials will be returned to the candidate with a checklist of what must be completed to begin the renewal of recognition process.
- IV. The OEMTP encourages currently approved SEIs to begin the new qualification process as soon as possible. This will assist in the implementation of the new quality improvement process.**